



Job Opportunity Bulletin

Program Technician II

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| Tenure/Timebase: | Permanent/Full Time |
| Work Hours: | 8:00 am – 5:00 pm |
| Office/Location: | California Commission on Teacher Credentialing Certification, Assignments & Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213 |
| Salary: | \$2465 - \$2998/month |
| Final Filing Date: | July 13, 2004 or until filled |
| Contact: | Sherry Rossi (916)323-7157 |

DUTIES:

Under the supervision of a Staff Services Manager I, in the Certification Operations Section, the incumbent is responsible for the following:

- Process the simplest types of credential applications; i.e., 30 day substitute, clear to clear renewals, five year preliminary and professional clear credentials that have the recommendation of an institution of higher education and input the data into the computer.
- Enter application information into an automated data records system.
- Answer phones, e-mail and correspondence by sending leaflets and responding to basic questions about California teacher certification.
- Other related duties as required.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to establish good working relationships and communicate effectively with staff at all levels and with the public.

WHO MAY APPLY:

Applications will be accepted from individuals at the Program Technician II level, those within transfer range, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA) and State Hiring Freeze policies and procedures.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Micki Hammad-Crowell. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 04-058 on the application. All applications will be reviewed; however, only the most qualified applicants will be invited for an interview.

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| The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. |
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